



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Corrections Food and Farm Division Industrial Operations/Programs 2 Martin Luther King Jr. Dr. Atlanta, GA 30334	Application Number 79-A	
Application Number		Date Received APR 23 1986	Date Completed MAR - 4 1987
2. Person to Contact Susan Davis		Working Title Records Management Officer	Telephone Number 656-5561
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79 (03/10/72) Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1979 present		5. Records Series Title (followed by title used in office, if different) Corrections Master Food Reports	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Food Service Section provides technical guidance and assistance as required to all units of the Department of Corrections to assure adequate food for good nutrition, properly prepared, for inmates and staff at minimum expense. <div style="text-align: right;">PURCHASING APR 10 1986 ADMIN/SUPPORT</div>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Keeping an inventory control over the foods stuff that are provided to the institutions to give the inmates a nutritionally balanced diet. Included are: One computer print-out generated by the daily transactions as reported from institutions, ORFS-29, ORFS-30. One computer print-out generated by all activities monthly, one quarterly, and one annually. ORFS-7 thru ORFS-37. File is arranged: by month generated in.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>10</u> ; Other (specify) _____			

X	a. Is this the original copy or the carbon? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? State Institutions.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|---------------------------|
| a. State Law | _____ years. | d. Audit period | _____ X years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ X years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

*Annual reports needed for 3 year period to satisfy state audit and administration and budget planning purposes.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Daily Transactions Computer Printouts: Cut off file at end of each month; hold in current files until monthly report is verified; then destroy.

Monthly Reports: Cut off file at end of each calendar quarter; hold in current files area until quarterly report is verified, then destroy.

Quarterly Reports: Cut off file at end of each fiscal year; hold in current files area until annual report is verified, then destroy.

Annual Reports: Cut off file at end of each fiscal year; hold in CFA 3 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	9 April 86		4/9/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2/20/87
		Secretary of State/Designee	2/18/87
		Attorney General/Designee	3/13/87

31-07

1



DEPARTMENT OF
ARCHIVES AND HISTORY
ATLANTA, GEORGIA 30334
DIRECTOR 656-2358
INFORMATION 656-2381
AREA CODE 404

March 10, 1972

SUBJECT: Records Disposition Standard

TO: State Board of Corrections, Inmate Administration ATTN: Mr. William Lowe

1. Enclosed (are) ~~(are)~~ approved Records Disposition Standards for the following files:

INCOMING-OUTGOING TELETYPE MESSAGE FILE
STATE INSTITUTION'S CULINARY SUBJECT REPORTS FILES

2. The following actions will be taken to implement the approved standard:

- a. Place the disposition standard on the file folder, file drawer, file cabinet or other type of container in accordance with the following example and enclosed labeling procedures:

Cut off at the end of each Calendar Year, hold in current files area one (1) year, then destroy.

- b. Transfer files to the records center, archives or dispose of them in accordance with the approved standard.

- c. Report surplus files equipment to this office.

3. Questions concerning implementation of the approved standard should be referred to this office (656-2379 or 2380).

John F. Dunn
John F. Dunn

State Records Management Officer
Archives and Records Building
Atlanta, Georgia 30334

COPY

ORIGINAL
IN SUSPENSE
FILE

Enclosures: 1. AR-50-71, Form for Disposition Standards
2. Labeling Procedures

RECORDS MANAGEMENT FILE COPY

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION, USE			
2. Agency Application No.				Date Received		Application No.	
3. AGENCY, Division, Subdivision & Administering Office Address		4. Person to Contact		Date Completed			
Board of Corrections - Rm. 815 Administrative Services - Food & Canteen Div. 270 Washington St. Atlanta, Georgia 30334		REGINA GARLAND		MAR 8 1972 79		MAR 10 1972	
5. Working Title		6. Tel. No.					
Steno III		656-3790					
7. ACTION REQUESTED							
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Inclusive Dates		9. EXACT SERIES TITLE					
67-present		State Institution's culinary ^{Subject} reports files					
10. What function performed resulted in creation of this series							
The purpose of this office is to plan, organize, and direct the entire food service program for the Department of Corrections including the State Institutional units and 48 public work camps. This office develops and implements policies, procedures, and regulations for the total food service program. This office manages the service personnel and also supervises and inspects the operation to insure adequate standards of performance, quality of food, service and sanitation are maintained.							
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any							
These files are kept alphabetically by topic - This series includes menus, food cost reports, monthly staple food inventories, Wardens food allotment reports, and others - These reports are reviewed and checked as they come in and are used little thereafter except for limited reference.							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		3/4	1 1/4	FLOOR SPACE OCCUPIED (Square Feet)		1/2	3/4
Legal-size File Drawers				In Office(s)		X	X
				By Annual Accumulation		This Year's	Last Year's
				AVERAGE DAILY REFERENCES		Preceding Year's	All Prior Years'
						4	0
						0	0
						0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed?
Institutions keep copies ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ? ? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

No requirement

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area month(s)/ 1 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☒ Other Director, State Archives shall be notified before destruction

XX in order to extract a sample for historical purposes.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Keep for one year and destroy.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>David E. Wright</i>	Recommendations prepared by <i>[Signature]</i>	Approved for Division <i>[Signature]</i>	Date <i>2-14-72</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>[Signature]</i>	Date <i>2/14/72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Sax</i>	Date <i>3-8-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>James H. Fortson Jr.</i>	Date <i>3-9-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>3-9-72</i>

31-07



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ARCHIVES AND HISTORY
ATLANTA, GEORGIA 30334
DIRECTOR 656-2358
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AREA CODE 404

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State Records Management Officer
Archives and Records Building
Atlanta, Georgia 30334

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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	9/19/86		4/9/86
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		
	Secretary of State/Designee		
	Attorney General/Designee		

Archival Appraisal Statement

Georgia Department of Corrections, Food and Farm Division

Series: Corrections Master Food Reports

This schedule covers computer generated reports showing various statistics about the foodstuffs that are provided for inmates of the State's prison system. There are monthly, quarterly, and annual reports.

The schedule does not say anything about the informational content of the reports and the required file samples are not attached. But I don't believe I need to know more in order to do an archival appraisal in this instance. I see no enduring value to this series. (Some archivists would contend that the series should be preserved at least to some degree in order to give an insight into the quality of treatment of prisoners from a nutritional viewpoint. I don't think this is worth the trouble.)

Except for the annual reports, which are scheduled for three year retention, the reports will be destroyed as soon as the information is incorporated into another report. I do wonder if the three years is sufficient time from a legal standpoint. The Georgia prison system until a year or so ago was managed by a court ordered Federal administrator on the grounds that prisoners were ill-treated. The nature of the present times is that there very likely will be future suits charging the same.

1. Would these reports likely be needed for the Department to defend itself from charges of mistreatment of prisoners by not properly feeding them?

2. If yes, would the three year retention be sufficient and prudent?

Of course, these are only computer printouts. The data is, supposedly, still in computer memory and could, therefore, be reproduced whenever needed. Even so, the questions posed above are beyond my ability to answer. The matter is properly in the purview of the Law Department.

I also wonder if this schedule should also include disposition instructions for the data stored on the computer tapes. Again, this is not my decision to make.

I trust that the above points will be considered by others and if changes are necessary, I am confident they will be made. As for myself,

I recommend approval.

Harmon Smith
February 18, 1987

INITIAL APPLICATION EVALUATION CHECKLIST

PROCESSING CONTROL NUMBER 860423-01

AGENCY NAME CORRECTIONS/FOOD AND FARM DIVISION/INDUSTRIAL OPERATIONS
/PROGRAMS

SERIES TITLE CORRECTIONS MASTER FOOD REPORTS

YES NO

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. ALL ITEMS COMPLETED |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. SAMPLES ATTACHED |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. ONLY ONE SERIES OF RECORDS SCHEDULED |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. COMPARED WITH PREVIOUS SCHEDULES FOR SAME ORGANIZATIONAL UNIT |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. ACTION REQUESTED AGREES WITH DATE OF SERIES |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. ESTIMATED RECORD VOLUMES IDENTIFIED |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. AGENCY APPROVAL SIGNATURES |

RECORDS TECHNICIAN COMMENTS

EVALUATION COMPLETED/CORRECTED BY CDS
 DATE 4/23/86

YES NO

- | | | |
|-------------------------------------|--------------------------|--|
| <u>N/A</u> | <input type="checkbox"/> | 1. LEGAL REFERENCES CITED WHEN APPLICABLE |
| <u>N/A</u> | <input type="checkbox"/> | 2. FEDERAL RETENTION REQUIREMENTS CITED WHEN APPLICABLE |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. ADMINISTRATIVE REFERENCE REQUIREMENTS/ REFERENCE RATE ANALYZED IN TERMS OF PROPOSED RETENTION REQUIREMENTS |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. DISPOSITION PROVIDED FOR ALL COPIES (OF SERIES) COVERED BY APPLICATION INCLUDING MICROFILM , COMPUTER PRINTOUTS, ETC. |

- ✓
—
—
—
5. DOES SERIES HAVE FISCAL VALUE (DESCRIBE IN COMMENT AREA)
✓ 6. DOES SERIES HAVE LEGAL VALUE (DESCRIBE IN COMMENT AREA)
✓ 7. DOES SERIES HAVE HISTORICAL VALUE (DESCRIBE IN COMMENT AREA)

HISTORICAL VALUE COMMENTS

RECORDS MANAGEMENT OFFICER COMMENTS

Telephoned Susan Davis, RMO, re schedule #79, currently in effect for food inventories. She said that I should add that this application amends #79. Changes made in item 3.

EVALUATION COMPLETED / CORRECTED BY M. Wae

DATE 2-17-87

OTHER COMMENTS